

Job Title: Information Technology Director

General Qualifications:

- Education / experience level: College degree / 5 years experience
- Experience with managing networks, switches, routers and wireless hardware.
- Experience with photo editing software, Website software (CS4, Expression, or Visual Studio)
- Experience with solving issues with fax/copy/scanners and other office equipment
- Excellent troubleshooting skills
- Excellent communications skills, ability to explain technical issues in layman's terms
- Must have a valid driver's license.
- Ability to interact and communicate with public

Temperament:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quickly and accurately. Employee should have the ability to occasionally lift up to 35 pounds.

Tasks:

40% Tasks related to Internet/Website Technology

- Design / implementation of a new up to date website for the county
- Develop on line forms, applications and other items to in order to support the goals and objectives of the county commissioners
- Maintain and frequently update website with new County Commission news, County Commission meeting agendas and minutes, Planning Commission news
- Mass mailing of Commission meeting agenda's and minutes

20% Research into new technology to be implemented into the commission processes in order stimulate savings and efficiencies

- Continuously read and stay informed of software and hardware in particular that which is used in other government offices
- Look for cost saving approaches when it comes to purchase of hardware and software
- Keep up with events / tasks being performed by other staff in the commission office and seek ways to make those tasks easier and more consistent

25% Tasks relating to Building Management

- Monitor HVAC system software to detect issues with heating / cooling of the building and make adjustments to set points as necessary to maintain an even temperature throughout the building

- Report issues and take action as necessary to resolve problems with the system
- Provide assistance to the County Administrator in all issues related to maintenance of the building, security, phone systems, or others issues as requested
- Resolve issues relating to the telephone system and work with the vendor as necessary

15% Administration Duties

- Back-up support for staff within County Commission Office
- Prepare letters and memos for County Administrator and County Commissioners
- Other duties as assigned